



Manager-Records Request List—12/31/17 Audit-Returning Client

Please send all information in **electronic format** whenever possible.

A drop box is available for large or multiple documents.

Please contact us if a drop box is wanted at info@hoacpa.com.

1. **Member-Ratified Final Budget** *(the copy from the member budget meeting)*
 - a. Next Year (include assessments/unit listing) 2018

2. **Insurance**
 - a. Declaration/Policy Pages showing policy dates 2017-2018

3. **Reserve Study-Final Board Approved**
 - a. Most Recent
OR
 - b. No Reserve Study

4. **Minutes**
 - a. Board of Directors and Executive Session Minutes-Audit Year 2017
 - b. Board of Directors, Executive Session and Membership Minutes - 2018
Next Year
Drafts okay as necessary.
 - c. Membership Minutes-Audit Year 2017
 - d. Budget Ratification Meeting Minutes and Budget Packet 2017
Drafts okay as necessary.

We must collect minutes for every meeting held; if minutes do not note meeting schedule, please provide a meeting calendar.

5. **Other**
 - a. Bad Debt Allowance Estimation
All accounts with balance over 6 months assessments
 - b. Legal matters (other than collections), please explain and note attorney name

 - c. Current Board Roster